## **Request to Duplicate Building Plans**

In accordance with Section 19850 of the State of California's Health and Safety Code (HSC) and Section 18.05.070 of the Long Beach Municipal Code (LBMC), the person requesting to duplicate the maintained building plans shall submit the following documents:

### 1) Authorization to Duplicate Plans – Affidavit

The requestor acknowledges and agrees to abide by the following provisions:

- a. The plans shall only be used for the maintenance, operation and use of the building;
- b. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record; and,
- c. The licensed architect/engineer who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents.

#### 2) Authorization to Duplicate Plans - Owner

Obtain authorization from the original or current owner of the building or, if the building is part of a common interest development, from the Board of Directors or other governing body of the association established to manage the common interest development.

### 3) Authorization to Duplicate Plans - Professional of Record

Obtain authorization from:

- a. The certified, licensed or registered professional or his or her successor, if any, who signed the original documents\*;
- b. A proper court of law; or
- c. Any State agency.

\*Attempt should be made to the last known address on file with the California Department of Consumer Affairs, License Verification at http://www.cab.ca.gov/consumers/license\_verification.shtml

Upon completion of the above forms, please return them to the Long Beach Development Permit Center. At that time, determination of the exact cost will be determined.

Please contact the Long Beach Development Permit Center at (562) 570-5237 should you have any questions.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

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# **Authorization to Duplicate Affidavit**

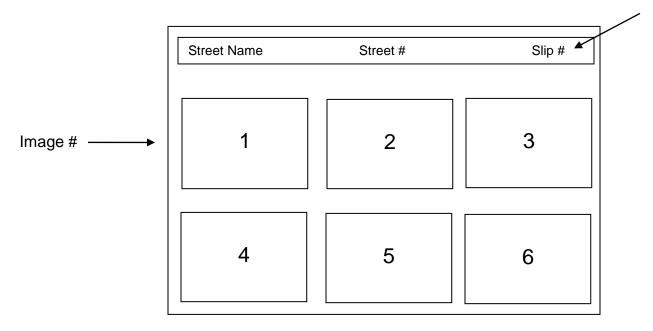
PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY							
Property Address:			Project No: <b>BFFS</b>				
LEGAL DESCRIPTION							
LOT BLOCK		TRACT					
Applicant's Name:	Applicant's Name:						
Address:		City, State:		Zip:	Phone:		
I certify that I am the person requesting to duplicate the official copy of the maintained building plans for the building or structure for real property located in the City of Long Beach, State of California, as stated above.							
I further acknowledge and agree to abide by the following provisions as set forth in Section 19851 of the Health and Safety Code:  1. The plans shall be used only for the maintenance, operation and use of the building.							
	2. The drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record.						
3. That Subdivision (a) of Section 5536.25 and Subdivision (b) of Section 6735 of the Business and Professions Code states that a licensed architect/engineer who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect/engineer who originally signed the plans, specifications, reports, or documents, provided that the architectural/engineering service rendered by the architect/engineer who signed the plans, specifications, reports, or documents was not also a proximate cause of the damage.							
I understand the cost of d	uplication shall be:						
Processing Fee Flash Drive Surcharges			\$94.00 11.63 <u>7.18</u>				
Total \$112.81 The requested building plans should be available for pickup in approximately 48-72 hours from the date of payment. We will contact you once they are available.							
I CERTIFY THAT I HAVE READ THE ABOVE AND THAT THE CONDITIONS ARE TRUE.							
	Signat				Date		
Note: Notary acknowledgements must be attached to this document or accompanied by other method of identification or seal that verifies the authenticity of the signature(s).							

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## **PLAN DUPLICATION ORDER**

MICOFICHE					
SLIP#	IMAGE #				
LASERFICHE					
PAGE #					

## Microfiche Legend:



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# **Authorization to Duplicate Plans - Owner**

	e City of Long Beach to duplicate or perm	nit to be duplicated, the official
County. This property is located ADDRESS:	C	
	PAGE	, Records of Los Angeles
	TRACT	
LOTBLOCK	TRACT	
LEGAL DESCRIPTION:  LOTBLOCK	TRACT	

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.



# **Authorization to Duplicate Plans - Professional**

The undersigned hereby certify that I am the (certified) (licensed) (registered) professional of record.

Sign	ature of Professional	Print Name	Lic #	Telephone
Sign	ed on this	day of	, 20	
2.	Business and Profess specifications, reports subsequent changes to subsequent changes o agencies, are not authorized the plans, architectural/engineering	on (a) of Section 5536.25 sions Code, that I, a lice , or documents shall n o, or use of, those plans, sp r uses, including changes orized or approved by me, specifications, reports ag service rendered by me or documents was not also	ensed architect/eng ot be responsible pecifications, reports or uses made by sta the licensed architects, or documents the architect/engine	ineer, who signs plans, for damage caused by, or documents where the ate or local governmental ct/engineer, who originally, provided that the eer who signed the plans,
1.	•	ress subject to the following be used only for the main		and use of the building.
		of Long Beach to duplica		uplicated, the official copy
ADD	DRESS:			
Cou	nty. This property is locate	ed and known as the follow	ving:	
as re	ecorded in BOOK	PAGE	,	Records of Los Angeles
LOT	BLOCK	TRACT		
LOT	BLOCK	TRACT		
LEG	AL DESCRIPTION:			
loca (on t	,		):	

Note: Notary acknowledgements must be attached to this document or accompanied by other method of identification or seal that verifies the authenticity of the signature(s).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.